

## **Tumwater School District Procedures**

### **REIMBURSEMENT FOR TRAVEL EXPENSES**

The following procedures apply to the reimbursement of Tumwater School District personnel for work-related travel expenses. District personnel may claim reimbursement of eligible travel expenses by submitting a "Claim for Expenses" form signed by the employee and the appropriate administrator or his or her designee.

#### **Travel Outside the District**

1. An employee desiring to travel outside of the district must submit a "Professional Travel Request" to the appropriate administrator or his/her designee prior to travel. Method of transportation must be shown on the form. Employees are expected to travel by the most economical means feasible. When private vehicles are used and standard airfare is less costly than mileage, airfare and related expenses will be paid in lieu of private vehicle mileage. Upon approval, the original signed "Professional Travel Request" form must be forwarded to Financial Services.
2. When two or more employees are traveling to the same destination, plans should be made to use the minimum number of cars necessary to transport everyone.
3. Out-of-pocket travel expenses including transportation costs, parking, registration fees, and reasonable expenses for lodging, meals and gratuities are reimbursable as described below.

#### **Reimbursable Expenses**

1. Lodging: The cost of lodging at standard room rates will be reimbursed at actual expense (itemized receipt required).
2. Meals (other than those included in registration): Employees in travel status at mealtime will receive meal reimbursement at the standard per diem meal rates.
  - A. "Travel status" requires overnight travel or travel pre-approved for meal reimbursement by the appropriate supervisor or administrator on a "Professional Travel Request" form.
  - B. Per diem meal reimbursement will be at the standard meal rates for Thurston County as used by the State of Washington for meal reimbursement. Rates will be updated when state rates are updated.
  - C. Employees are not required to submit receipts for per diem reimbursement for eligible meals.
  - D. The cost of alcoholic beverages and the meal expense of guests are not reimbursable.
  - E. Claims for meal reimbursement when an overnight stay is not involved will be processed through the payroll system with appropriate taxes withheld per IRS requirements.

- F. Employees using a District Travel Card for the purchase of meals may not exceed standard per diem rates. Gratuities must be included in the per diem. Amounts charged above per diem rates must be reimbursed to the District. Detailed itemized receipts are required for District Travel Card meal purchases. In the event meals are purchased for multiple people using the District Travel Card, there must be documentation stating who the meals were purchased for.
3. Private vehicle mileage is reimbursed at the State rate.
4. Taxi, parking, and/or toll receipts preferred.
5. District Travel Cards may be used for travel outside of the district including transportation costs, registration fees, and reasonable expenses for lodging and meals (see No. 2 above under Reimbursable Expenses for guidelines on meal purchases). District Travel Cards are NOT allowed for expenses of guests, spouses, alcoholic beverages, or personal expenses. District Travel Cards may be obtained from Financial Services upon their receipt of an approved "Professional Travel Request" form. The District Travel Card along with a "Credit Card Certification" form, with attached receipts showing details of transaction(s), must be submitted to the Financial Services immediately upon the employee's return.
6. If required receipts are lost, misplaced, or not obtained by the employee he or she is responsible for providing alternate documentation of expenses and for any cost incurred in securing that documentation. If documentation cannot be obtained, the expense will not be reimbursed.
7. District Purchase Orders may be used for travel outside of the district including transportation costs, registration fees, and reasonable expenses for lodging. Purchase orders must be received in the Financial Services and approved by the appropriate administrator or his/her designee prior to travel.
8. The appropriate administrator or his/her designee may make adjustments for unforeseen or exceptional expenses incurred.

### **Non-reimbursable Travel Expenses**

1. Alcoholic beverages, meals or snacks other than regular meals.
2. If the cost of meals is included as part of the conference costs and you choose to eat meals on your own, you will not be reimbursed.
3. Personal telephone calls, postage, and memberships.
4. Daily commute mileage to and from home (except for Board members).
5. Mileage for school levy promotions and other nonofficial school functions.
6. Expenses incurred by persons other than staff, board members, and/or volunteers while providing service in the conduct of the business of the district.
7. Entertainment.

### **Travel Within the District or Short Radius**

1. Expenses incurred while traveling within the district will either be covered by District Purchase Order or Out-of-Pocket. District Travel Cards and lodging are not permitted while traveling within the district.

2. Out-of-Pocket travel expenses including registration fees, private vehicle mileage and meals are reimbursable. Receipts must be secured and submitted with a "Claim for Expenses" form to Financial Services for all expenses except meals which will be paid on a per diem basis if the employee is in travel status at mealtime and meal expenses are preapproved by the appropriate administrator or his/her designee. The "Claim for Expenses" form must be signed by both the employee and appropriate administrator or his/her designee.
3. Private vehicle mileage is reimbursed at the State rate. Mileage reimbursement is based on actual miles driven while on official school business. Commute transportation (between the employee's home and workplace) is not reimbursable. For itinerant employees, "commute transportation" between home and the day's first worksite and between the day's last worksite and home and is not reimbursable.
4. The appropriate administrator or his/her designee may make adjustments for unforeseen or exceptional expenses incurred.

**ADOPTED: October 12, 1989**

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